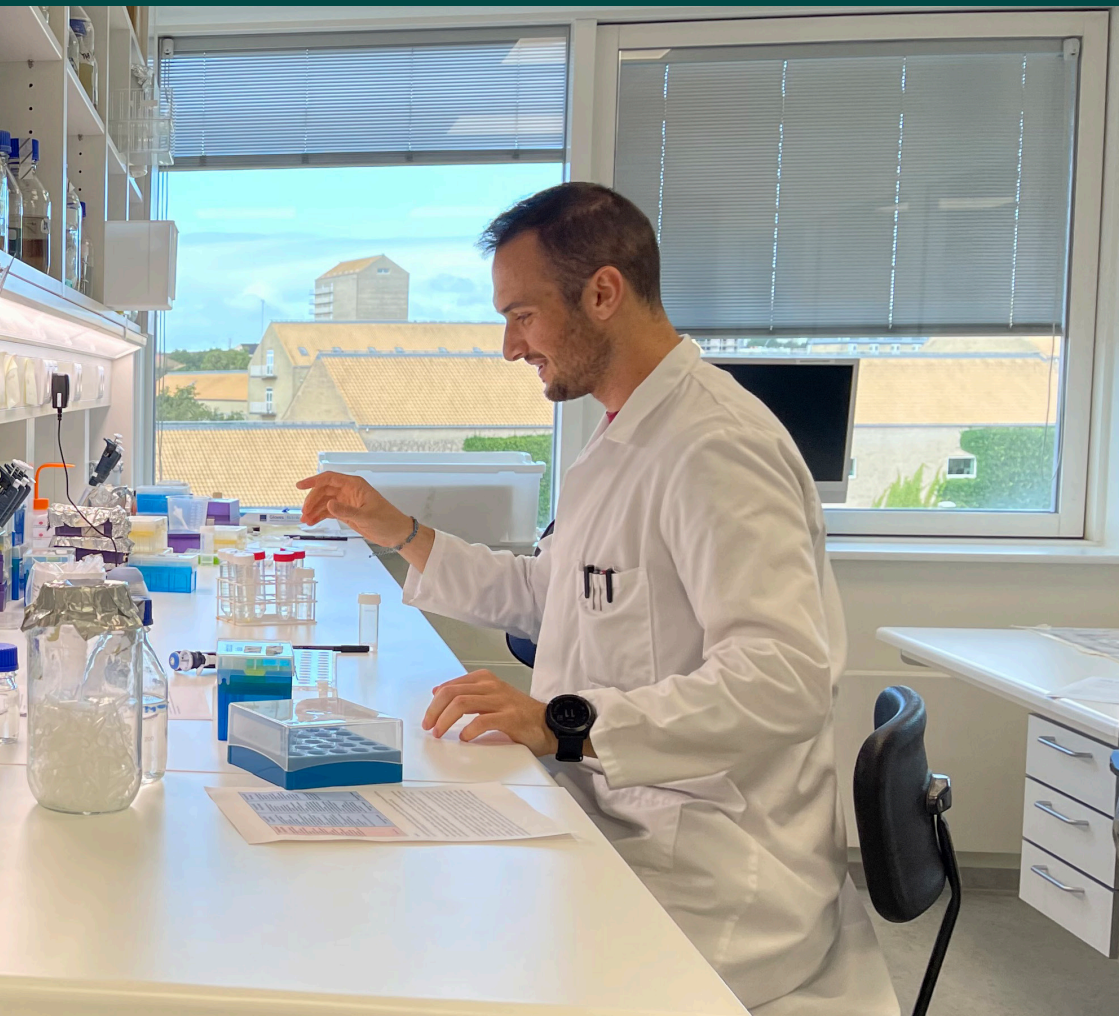


SAFE WORKING ENVIRONMENT

Department of Molecular Biology and Genetics



AARHUS
UNIVERSITY

DEPARTMENT OF MOLECULAR BIOLOGY AND GENETICS

The occupational health and safety organisation at the Department

The occupational health and safety organisation at the Department of Molecular Biology and Genetics (MBG) is divided into nine work environment groups:

Work environment group 1: Offices, workshops, and dish washing

Work environment group 2: Laboratories on 1st floor and 2nd floor (1874)

Work environment group 3: Laboratories on 2nd floor (1873) and 3rd floor (1873-1874)

Work environment group 4: Laboratories on 4th floor (1872-1873-1874)

Work environment group 5: Laboratories on 5th floor (1872-1873-1874)

Work environment group 6: Laboratories on 6th floor (1872-1873-1874)

Work environment group 7: Teaching Laboratories (1875)

Work environment group 8: Offices on 3rd floor (1872)

Work environment group 9: Offices, workshops and dish washing (1870-1875)

Each work environment group consists of one or more work environment representatives (elected by and from the technical and administrative staff) and a work manager representative (scientific employee - appointed by the department's management committee).

Work environment group 1:

Supervisor representative: Inge Danielsen; Health and safety representative: Henrik H. Kolmos

Work environment group 2:

Supervisor representative: Niels Sandal; Health and safety representative: Lise Møller Fogh

Work environment group 3:

Supervisor representative: Niels Sandal; Health and safety representative: Dorthe Caroline Riishøj

Work environment group 4:

Supervisor representative: Niels Sandal; Health and safety representatives: Mette Hoffmann Asmusen og Hans Henrik Gad

Work environment group 5:

Supervisor representatives: Niels Sandal; Health and safety representatives: Anna Marie Nielsen and Maria Vinther

Work environment group 6:

Supervisor representative: Niels Sandal; Health and safety representative: Ulla Birk Henriksen

Work environment group 7:

Supervisor representative: Niels Sandal; Health and safety representative: Anette Kjems

Work environment group 8:

Supervisor representative: Kasper Munch; Health and safety representative: Ellen Bernadotte Noer

Work environment group 9:

Supervisor representative: Inge Danielsen; Health and safety representative: Henrik Hartvig Kolmos

Daily leaders of the working environmental:

- Offices, Workshops, and dishwashing – Inge Danielsen
- Laboratories – Niels Sandal
- Teaching laboratories – Magdalena Pyrz

Please read the section Work Environment on the staff pages:

<http://mbg.medarbejdere.au.dk/en/working-environment/>

On this page you will find the departments safety instructions, or you can download them here:



Sikkerhedsforskrifter (Safety regulations) - Danish



Safety regulations - English

The departments Pregnancy Policy: https://mbg.medarbejdere.au.dk/fileadmin/site_files/mb/internt/arbejdsmiljoe/pjecer__regler/Graviditetspjece_2022-UK.pdf

Alcohol policy for the department:

<https://mbg.medarbejdere.au.dk/en/working-environment/alcohol-policy>

Safety with electricity:

<https://mbg.medarbejdere.au.dk/en/working-environment/safety-with-electricity>

Minutes - Working environment committee meetings (in Danish only):

<https://mbg.au.dk/en/about-the-department/committees/committees-and-minutes/working-environment-committee>

Safety courses (in Danish only)

<https://mbg.medarbejdere.au.dk/arbejdsmiljoe/sikkerhedskursus>

The Departments health and safety organisation

<https://mbg.medarbejdere.au.dk/en/working-environment/health-and-safety-organisation>

Reporting an accident at work:

<https://medarbejdere.au.dk/administration/hr/arbejdsmiljoe/anmeldskade/>

KIROS (chemical database):

<http://www.kiros.dk/W/>

Waste management:

<https://mbg.medarbejdere.au.dk/en/working-environment/waste-management>

<https://mbg.medarbejdere.au.dk/en/working-environment/waste-management/pp-plastic-sorting>

Minimum rules for work in the laboratory:

- Please remember the rules for good hygiene, which include NO eating or drinking in the laboratories.
- All accidents must be reported to one of the health and safety representatives.
- When working in the laboratory, you must wear a buttoned lab coat.
- When working in a classified laboratory: In class 1 laboratories, it is mandatory to wear a white lab coat with a yellow "biohazard" label or a yellow lab coat. When travelling between the different laboratories it is allowed to wear the lab coat, as the lab coats may be worn on the staircases, in the lifts, in the hallways, in the waste sorting, etc.
- Lab coats are not allowed in offices, in restrooms, in meeting rooms, in Kitchens, or in the canteen.
- If you need to transport GMOS between the various laboratories, the transport boxes must be used. The box must contain your samples + alcohol and paper.
- When working in a classified Cell laboratory, a white lab coat with a "biohazard" label or a green lab coat must be worn. The lab coat must not be worn outside the classified laboratories.
- When working in a class 2 laboratory, a green lab coat must be worn. Special rules apply and training is mandatory. Please see the Safety regulations and contact Lene Pedersen or Hans Henrik Gad before starting your work.
- Remember that gloves are for your protection. There are different kinds of gloves for specific chemical/biological matters. Avoid contaminating your surroundings and take off your gloves when finished with that specific work.
- Gloves must not be worn outside the laboratory corridor.
- If you need to transport your work to another place using a lift or the stairs, you may only wear a glove on one hand.
- NEVER touch handles, handrails, lift buttons etc. when wearing a glove, please use the transportation boxes if you bring several items.
- When working with liquid nitrogen you must use a safety shield.
- Never use the lift together with liquid nitrogen.
- Note the stringent rules for work in classified laboratories.
- Private mobile phones are not allowed in classified laboratories.
- Careful instruction in the use of apparatus and facilities is a necessary requirement for working in the laboratories of the department as well as a good knowledge about working safely in the laboratory. If in doubt ask the technician in your group, a health and safety representative or a person from the group with the apparatus in question.
- Everybody is responsible for getting any failure or defect of the apparatus fixed.
- Shortly after starting work in the laboratory, students must take part in the department's courses in first aid, isotope technique and laboratory conduct.
- Laboratory trainees must take courses in first aid, and laboratory conduct.

Other information

Common facilities

“Ansvarsfordeling” (division of responsibility):

A list of people responsible for equipment and premises is found on the website:

https://mbg.medarbejdere.au.dk/fileadmin/site_files/mb/internt/arbejdsmiljoe/ansvarsfordeling-udstyr_MBG.pdf

Explanation of building and room numbers e.g.: 1874-155:

1874= building; 1 = floor; 155= room

Booking of equipment such as ultracentrifuges, microscopes, projectors, etc. must be done via the Outlook/Exchange-kalenderen.

Open the calendar from the address book and write the building and room number.

Instructions on how to book a room in outlook:

<https://mbg.medarbejdere.au.dk/en/rooms-buildings-and-maps/how-to-book-a-room-in-outlook>

List of people responsible for equipment and rooms:

https://mbg.medarbejdere.au.dk/fileadmin/site_files/mb/internt/arbejdsmiljoe/ansvarsfordeling-udstyr_MBG.pdf

Auditorium: 1870-120

Autoclave: 1874-314

Do not use the three large autoclaves!

Autoclaving of waste bins and containers with fluid garbage must be placed inside the room to the left. Please remember to close the bags with autoclave tape and write name, building and room number.

Autoclaving of clean items (e.g. media/water and dry items) must be placed inside the room to the right.

After autoclaving, the dishwashing team will dispose of the waste.

Autoclave buckets: 1874-318

Clean autoclave buckets with autoclave bag ready for use.

Batteries: 1872-544

Waste container for used batteries.

BioRad scanner + Typhoon scanner - room 429, building 1130 bring your own phosphorscreens

Fire extinguishers

Are placed at the repos on every floor in building 1870 and opposite the lift on every floor in building 1873.

Store: 1870-215

TORK paper rolls, eye rinse bottles, kitchen supplies.

Electronic waste: 1870-K11D

Electronic workshop: 1875-160

Henrik Hartvig Kolmos and Henning Buddig

Packaging for chemical waste: 1870-K11D

Ethanol: 1870-K27B

See the list of "Persons responsible for spirits" at

<https://mbg.medarbejdere.au.dk/en/working-environment/authorisations-and-instructions/persons-responsible-for-spirits>

Faculty Club: 1870-816

Shared storage: 1874-159

Film dosimeter: 1872-532

Contact Rikke Mie Rahbek at the secretariat.

First aid boxes: All floors in building 1870 at the platform.

"Førstehjælpsskasser fra Falck" (**First-aid kits from Falck**) – Filling and extra bandages and pain killers are available Gitte Dueholms office 1872 542

Geldoc: 1874-625

Glass Waste - house hold: 1870-K11D

Glass Waste from laboratories ONLY: 1870-K11C

For all glass from laboratories. All glass containers must be cleaned and steamed off.

High-speed centrifuge: 1874-625

AED: 1870 Foyer (Main entrance)
1870 on the platform on the fifth floor

Ice machines: 1874-327 og 1874-527

Isotope room Class B: 1874-148

See instructions on the door. Access is only possible with an approved key card. Access to the room can only be granted after having received instructions from Tinna Stevnsner or Niels Sandal.

Isotope Waste room: 1875-K49

See instructions on the door. Group leaders can be given a K-43 key.

There is a blue waste drum for "Solid H-affald (H-waste)" for each Isotope. Liquid radioactive waste is placed in plastic containers behind plexiglass shielding in the room. The users/groups are responsible for removing and disposing of liquid waste when the decay has been sufficiently pronounced – remember to clearly mark the containers with the liquid waste.

Important, please remember to note date, waste weight, the Bq amount, group name and personal initials in the log.

IT support: 1872-642

Max Lerager: Available Tuesdays at 12-15

IT-support: 1872-642

Jan Eneqvist: Office hours, Tuesdays 9-12.

Canteen: 1873-118

Chemical waste room: 1870-K11C

Lab coats: 1870-024

Lab coats for washing are placed in washbags for white coats, white coats with GMO'S and, green/yellow coats.

Copy machines and office supply: 1872-544

Media kitchen: 1874-322

Weighing of media

Millipore facility (Follow instructions on the facility)

Floor Autoclave (Self-service – AFTER instruction have been given).

Mechanical workshop: 1874-149

Kristian Graf

Minus 70°C freezer: 1874-019

Meeting rooms: 1872-347, -447, -547, -647, -537 og -672

Dark room: 1874-K21

The room can be used after having been given instructions from Ida Thøgersen.

Nat-Tech Building service: 1874-142

Flemming Kühl, Steffen Bo Ringgren Nielsen og Jacob Holm

Nitrogen room - Cryotank: 1874-150

Dish washing (glassware): 1874-315

Dish washing team, office: 1874-311

Cardboard container: 1870-K11D

Only for clean cardboard, NO pizza trays

Paper waste: Black waste bins are placed on all floors. Only for paper, no folders, plastic sleeves etc.

Residual waste: Black waste bins are placed on all floors or in 1874-K11D

Residual waste from offices, e.g. folders, pizza trays, plastic sleeves, paper cups etc.

Cleaning staff: 1874-141

Scintillation counter: 1874-K27

Seminar rooms: 1870-716, 1874-132, 1873-118A (next to the canteen), 1873-K18, 1873-K20

Safety shredding: 1872, 5. floor to the left of the mail rooms
Locked container marked "dansk sikkerhedsmakulering" for shredding of confidential papers.

Safety stations: 1870 on the repos on 2. and 5. floor – Spill box with pads for small spills of chemicals and hazardous liquids and respiratory protective equipment.

Security: If suspicious persons are observed at the department outside normal opening hours, Securitas can be contacted on Tel. **23 38 61 46**.

Supply center: 1874-117 and 1874-159

Welding room: 1874-154
Tom Aagaard Mortensen

Typhoon: 1874-627

Gas cylinders: 1876
Please contact Ida Thøgersen or Tamo Meijburg for more information.

Ultracentrifuges: 1872-466
May only be used after introduction by the group laboratory technician.

Package room: 1874-155
Dry ice
PP bags
Shipment of sequenses - Macrofen og Eurofin
Danger labels for shipment

Accidents:
For recovery of large amounts of liquid chemicals, chemical pads must be used. The pads are placed in building 1870 on the platforms on 2nd and 5th floor.

Accidents with radioactive waste – see the safety regulations.

Opening hours at MBG (ventilation is on):
Monday-Friday: 6:00 - 18:00
Weekend and holidays: 9:00 - 15:00
The ventilation can be manually activated two hours at a time

Safety station

There is a safety station on the platforms on the 2nd and 5th floors.

There is a **defibrillator** in the foyer at the main entrance and on the platform on the 5th floor.



Evacuation of building

Follow the voice instructions. Find and use the vests that hang in all the hallways in all the buildings in the pocket marked "Evakueringsudstyr" ("Evacuation equipment").



Bygning/Building 187X
Universitetsbyen 81-83, 8000 Aarhus C

Kontakt til Bygningsservice/Contact to Buildingservice:

Servicemail:

NT-BygOest.Bygningsservice@au.dk

I tilfælde af uregelmæssigheder tilkaldes:

In case of irregularities or emergencies please contact:

Indenfor normal arbejdstid/During normal working hours:

Driften/Building operation:

Facility Management (Kontakter/Contacts)	Jacob Holm	9350 8367
	Steffen Nielsen	2118 6209
	Flemming Kühl	2118 6202

Driftsinspektør/Facility Manager	Christian Sejerø	6020 2667
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Tilsynsassistent rengøring/Supervisor cleaning:	Lena Gildhoff Sørensen	9352 2464
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Udenfor normal arbejdstid/Outside normal working hours:

Parkvagt, manglende aflåsning/Park guard, defect access control	SECURITAS	7026 3650
SECURITAS: Telefontider/Operating hours: 16:00 - 06:00		

Driften/Building operation:

Driftsinspektør/Facility Manager	Christian Sejerø	6020 2667
Trinava Skadeservice Danmark/Trivana Damage Service Denmark		70 112 112

Emergency service regarding buildings

Ved ulykker/In case of accidents:

ALARM: Ambulance, Politi, Brand		112
Ambulance, Police, Fire		
Alarmering: AU intern varsling hele døgnet		8715 1617
Alarm call: AU internal at all hours		
Vagtlæge/Emergency doctor		7011 3131
Husk CPR nr. ved henvendelse/remember Social Security number at contact		
Giftlinjen: Råd og hjælp ved forgiftning		8212 1212
Poison Control Hotline: Guidance for poisoning emergencies		
Hjertestarter:	1# Bygning 1870 etage 1: Hjertestarteren hænger på væggen ved trappeopgang, nær hovedindgang.	
	2# Bygning 1870 etage 5: Hjertestarteren hænger på væggen nær overgang til 1874.	
Defibrillator:	1# Building 1870 floor 1: The defibrillator hangs on the wall by the staircase, near the main entrance.	
	2# Building 1870 floor 5: The defibrillator hangs on the wall near the transition to 1874.	

Ver.1.4

Rules for waste disposal

- **Ordinary household waste** is placed in waste baskets or rubbish bags.
- **Non-liquid waste contaminated** with hazardous material must be placed in the transparent plastic container labelled solid "H-affald" (H-waste).
- **Liquid waste** must be sorted in safety-proven plastic containers in fume cupboards in accordance with the posted instructions. Must then be placed on the table in room 1870-K11C.
- All waste must be labelled with name, lab number and content. New plastic bins are found in 1870-K11D.
- **The yellow boxes for hazardous waste** must only be used for blood or tissue from medical treatment of humans, animals, or biological research with a small risk of danger of contamination.
- **Scalpels and syringes** must be placed in the small yellow bins. When these are full they must be placed in plastic containers for solid "H-affald" (H-waste). The bins are found in room 1870-K11D.
- **Glass waste from laboratories** must be placed in the 660L waste container placed in 1870-K11C.
- **Biological waste** must be collected in autoclave buckets – large amounts must be collected in glass bottles and marked with autoclave tape with name, group, and building. Subsequently it must be placed in the autoclave room 1874-316.
- **Radioactive waste** (liquid and non-liquid) must be taken to the isotope waste room 1875-K49.

See the Safety regulations for more information.



Registration of new students, staff and guests

Staff and students (incl. guests, Bachelor and project students and Master students)

Please find the relevant information and form here:

<https://mbg.medarbejdere.au.dk/en/hr/info-for-new-staff-and-students>

Employees, PhD students and students can create an @mbg.au.dk mail and a profile page on the department's website when they have been registered in AU's systems.

A personal website (PURE) will then automatically be generated (for staff, PhD students and students writing their projects/theses) with basic information. It is possible to update the PURE page with other relevant information (CV, research area, publications and other): <https://medarbejdere.au.dk/en/pure/>

Staff and students staying for three months or more will be invited to have their photo taken for the website and newsletter.

Insurance: Employees are covered by the Consolidated Workers' Compensation Act at AU.

Please note that students and guests need to take out a personal accident insurance for work in the laboratory to be covered in case of an accident.

Locker: Ask in your group about the possibility of having a locker. Bring your own pad-lock and key and remember to write your name on the locker.



Key card/keys to the department

Hand-out of key cards/keys

Before you can get a key, you must have an introduction to the guidelines for working safely in the laboratory (see checklist on the next page).

When you have had this presentation of safety in the laboratory, please do the following:

- 1) Order and pay* for a key using this link:
<https://auwebshop.au.dk/nogledepositum-bygninger-1870-1875>

*Students:

Students can be granted access to the buildings on their student ID and do not need an access card. Take contact to Dorte Abildskov (1872-538) or Rikke Mie Rahbek (1872-532) for access on your Student ID. To get your student card activated, you still need to get the check list signed and fill out the registration form (see below).

If you need a key, you must order and pay as indicated below.

- 2) Please contact Dorte Abildskov (office 1872-538) or Gitte Dueholm (office 1872-542) for handing out keys, remember to bring the following papers:

- i) print-out of receipt for payment* of key(s) - (the receipt sent to you by mail)
- ii) signed check list concerning safe working environment
- iii) completed form for registration of students, staff/PhD students or guests

*A deposit of DKK 200 for keys is charged.

When you leave the department, you must hand in your key card and key(s) to Dorte Abildskov (1872-538) or Rikke Mie Rahbek (1872-532), who will make sure that your deposit is refunded to your bank account.



Check list concerning safe working environment

Before getting access to working in the laboratory and before getting a key card/key to the department, you need some basic knowledge about the safety in the laboratory. To ensure this you need to go through the points below.

To obtain a key card/key you must give a positive answer to all points below except for the last (Have you taken any safety courses), as the department will offer you these courses later

This check list must be filled out and signed by your supervisor/host and Safety representative and taken to the person who hands out the key cards/keys.

Check list for safe working environment – Department of Molecular Biology and Genetics

Before getting access to working in the laboratory and before getting a key card/key to the department, you need some basic knowledge about the **safety in the laboratory**. To ensure this you need to go through the points below.

Group's responsibility		Yes	No
GMO	Disinfection		
	Lab coat		
	Waste		
Radioactive isotopes	Dosimeter + intro conducted by Tinna Stevnsner or Niels Sandal		
	Waste disposal		
Chemicals	Storage and labelling		
	Introduction to Kiros: password		
Waste disposal	Must be sorted in accordance with the rules for handling of waste. Household waste, glass waste and sorting procedures (paper plastic fractions, etc.)		
Registration at the department	Have you filled out and submitted the form as a student, staff/guest		
Presentation of personnel	Technician(s) in the group		
	Health and safety representative		
Do you have some form of safety education?	How to handle an accident in the lab		
	How to work safely in the lab		
Security information: Information Security (au.dk)			
Did you read the department's safety material?			
Information about insurance			
Guided tour of the buildings: Autoclave facilities, ice machine, delivery of goods, fluid nitrogen, secretariat, supply center			

AMR's (Health and safety representative) responsibility		Ja	Nej
Chemical waste	Waste sorting in the basement, new packaging, laboratory glass waste		
Personal protection	Lab coats, behaviour and clothing		
	Gloves		
	Safety glasses		
Fire equipment and evacuation procedures	Face shield/safety glasses when working with liquid nitrogen		
	Location of: Eye wash bottles, fire blanket, fire extinguisher, emergency phone numbers, defibrillator og evacuation equipment		
Ventilation in laboratories	Normal and extended operation		
Introduction to alarms	Ventilation, CO2, evacuation, fume cupboard, poison cabinet, and confinement alarm		
Did you read the department's safety material?			
Is a key to be handed out? Access cards/keys (au.dk)			






Name in capital letters _____

Student/staff signature _____

Supervisor/host signature _____

Group responsible signature _____

Safety representative's signature _____

STAFF AU.DK <https://mbg.medarbejdere.au.dk/en> AU.DK     

DEPARTMENT OF MOLECULAR BIOLOGY AND GENETICS – STAFF









Dansk

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staff pages

- » Working environment
- » Research and research support
- » IT and web
- » Teaching
- » Procurement and economy
- » Rooms, buildings and maps
- » Travel
- » HR
- » Service and facilities
- » Design and communication
- » Support at MBG
- » Support at NAT/AU
- » Forms

Departmental shortcuts:

- Working environment 
- Research and research support 
- IT and web 
- Teaching 
- Procurement, accounts and finances 
- Rooms, buildings and maps 
- Service and facilities 
- Travel 

MBG news

The newsletter "MBG news" is sent to all staff and students at the Department of Molecular Biology and Genetics roughly once a week.

[Read the newsletter](#)

Support at MBG


See where to get help - with various technical and administrative tasks at the Department of Molecular Biology and Genetics.


Support at NAT/AU


See where to get help - with various technical and administrative tasks at the administration centre of AU/NAT.

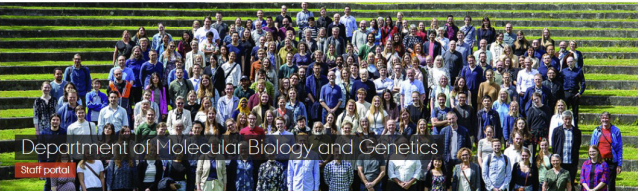
Find tools, guidelines and services

A	B	C	D	E	F	G	H	I	J	K
L	M	N	O	P	Q	R	S	T	U	V
W	X	Y	Z							

Search for tools, etc. 






mbg.au.dk 

For new staff and students 



Department of Molecular Biology and Genetics

[Staff portal](#)

STAFF AU.DK <https://mbg.medarbejdere.au.dk/en/hr/info-for-new-staff-and-students> AU.DK     

DEPARTMENT OF MOLECULAR BIOLOGY AND GENETICS – STAFF


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staff pages

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 - » **Info for new staff and students**
 - » New staff
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 - » Guest researchers and interns
 - » Access cards/keys
 - » Holidays, illness and maternity leave
 - » Local agreements
 - » Student technicians
 - » Competency development
 - » Protection of personal data (GDPR)
- » Service and facilities
- » Design and communication
- » Support at MBG
- » Support at NAT/AU
- » Forms

Info for new staff and students




Welcome to the Department of Molecular Biology and Genetics (MBG)

We look forward to working with you, and we hope that you will feel at home at our department.

To make it easier for you to become familiar with the university's many different sets of rules for research, salary, personnel and safety, etc. and the many IT-based functions and systems you need, we have compiled a list of the most important ones below.

- » **Registration at the Department of Molecular Biology and Genetics**
 - » To gain access to the department's laboratories, facilities, calendar system, e-mail and news information, you must be registered at the department. Fill out the relevant form ([students](#), [staff](#)/[PhD students](#) or [guests](#)) and give it to [Rikke Mie Rasmussen](#) or [Dorte Abildskov](#), together with the other forms you need to fill out to get access card/keys (please see below).
- » **Introduction to safety in the laboratory**
 - » All new staff and students will be introduced to the safety procedures when working in the laboratory by the safety representative affiliated with the group, you will be working in. To prove that you have got this introduction, the safety representative and supervisor must sign the so-called checklist. This checklist must be brought along when you are going to get an access card/keys to the department.
- » **Access card/keys**
 - » Access card and keys are handed out by Rikke and Dorte. In order to get an access card/keys to the department, you must order (and pay for
- » **E-mail**
 - » Once you have handed in the registration form to Rikke or Dorte, you will get an email address at the department.
- » **Profile website**
 - » Based on the information from the registration form, you will also get a

Introduction day for new staff 

All new employees are encouraged to participate in AU's introduction days, which will be held every other month.


The event is for all salaried employees - PhD students, researchers, secretaries, caretakers, consultants, project employees, cleaning staff, etc.

At the introduction day, the new employees will meet the senior management at AU, and be introduced to the university's overall strategies and values. There will be an opportunity to gain insight into the organisational structure, liaison committees, the union representatives, and rules and guidelines for employees at AU. The new employees also gain the opportunity of creating their first network of colleagues in the organisation.

[Sign up for the next introduction day](#)

Staff at MBG giving technical and administrative support to the staff at the department:

- » Administration



STAFF AU.DK <https://mbg.medarbejdere.au.dk/en/working-environment> ALLDOK 🔍 🌐 📄 🔗

DEPARTMENT OF MOLECULAR BIOLOGY AND GENETICS – STAFF Dansk

[AU](#) > [Staff](#) > [Departments](#) > [Department of Molecular Biology and Genetics](#) > [Working environment](#)

Working environment

Portal for working environment at MBG

staff pages

- » Working environment
 - » Waste management
 - » Alarm and emergency force
 - » Alcohol policy
 - » Registration of classifications - projects and laboratories
 - » Workplace evaluation reports
 - » Health and safety organisation
 - » Manual activation of ventilation
 - » Authorisations and instructions
 - » Health and safety station
 - » Safety course
 - » Leaflets, rules, databases etc.
 - » Safety with electricity
- » Research and research support
- » IT and web
- » Teaching
- » Procurement and economy
- » Rooms, buildings and maps
- » Travel
- » HR
- » Service and facilities
- » Design and communication
- » Support at MBG
- » Support at NAT/AU
- » Forms

Alarm and emergency force

- » Alcohol policy
- » Registration of classifications - projects and laboratories
- » Psychological Working Environment reports
- » Safety regulations at MBG
- » Guidelines for technical installations (in Danish only)
- » MBG's dehumidifiers
- » Minutes from meetings in the Occupational Health and Safety Committee (in Danish only)
- » Safe Working Environment leaflet
- » Authorisations and instructions
- » Rules, reports, executive orders, recommendations and leaflets from MBG and Aarhus University
- » Working with radioactive compounds (presentation by Niels Sandal)
- » Safety course
- » KIROX chemicals database (in Danish only)
- » Waste management

The occupational health and safety organisation at MBG, NAT & AU

Department of Molecular Biology and Genetics

- » Occupational Health and Safety Committee - minutes
- » Occupational Health and Safety Organisation

Faculty of Science and Technology

- » Faculty's Occupational Health and Safety Committee (FAMU) - minutes
- » Portal for Occupational Health and Safety at the Faculty

Aarhus Universitet

- » Main Occupational Health and Safety Committee (HAMU)
- » AU's occupational health and safety organisation
- » Portal for the working environment at AU

The occupational health and safety organisation at MBG, NAT & AU

Department of Molecular Biology and Genetics

- » Occupational Health and Safety Committee - minutes
- » Occupational Health and Safety Organisation

Faculty of Science and Technology

STAFF AU.DK <https://mbg.medarbejdere.au.dk/en/working-environment/safety-course> ALLDOK 🔍 🌐 📄 🔗

DEPARTMENT OF MOLECULAR BIOLOGY AND GENETICS – STAFF Dansk

[AU](#) > [Staff](#) > [Departments](#) > [Department of Molecular Biology and Genetics](#) > [Working environment](#) > [Safety course](#)

Safety course

staff pages

- » Working environment
 - » Waste management
 - » Alarm and emergency force
 - » Alcohol policy
 - » Registration of classifications - projects and laboratories
 - » Workplace evaluation reports
 - » Health and safety organisation
 - » Manual activation of ventilation
 - » Authorisations and instructions
 - » Health and safety station
 - » Safety course
 - » Leaflets, rules, databases etc.
 - » Safety with electricity
- » Research and research support
- » IT and web
- » Teaching
- » Procurement and economy
- » Rooms, buildings and maps
- » Travel
- » HR
- » Service and facilities
- » Design and communication
- » Support at MBG
- » Support at NAT/AU
- » Forms

Mandatory safety course for students
at the Department of Molecular Biology and Genetics

- » The course consists of two modules and is a mandatory part of the Master's degree studies at the Department of Molecular Biology and Genetics.
- » The two modules are held annually in January / February in connection with introduction to the bachelor project
- » You can take the two modules separately.
- » You must pass the entire course to complete your Master's degree programme.
- » Please note that you must register for each module separately (see below)
- » Registration for the courses can only be made from this website

Students of 1st and 2nd year, please wait until your third year as the seats on the courses should preferably be filled by students on the 3rd year.

Please see the [Danish version of the website](#) for information and registration for the courses that will be held in Danish only

Responsible for the Safety Course

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Administrator for the Safety Course

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Working environment

Alarm and emergency force

Alcohol policy

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Leaflets, rules, databases etc.

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Travel

HR

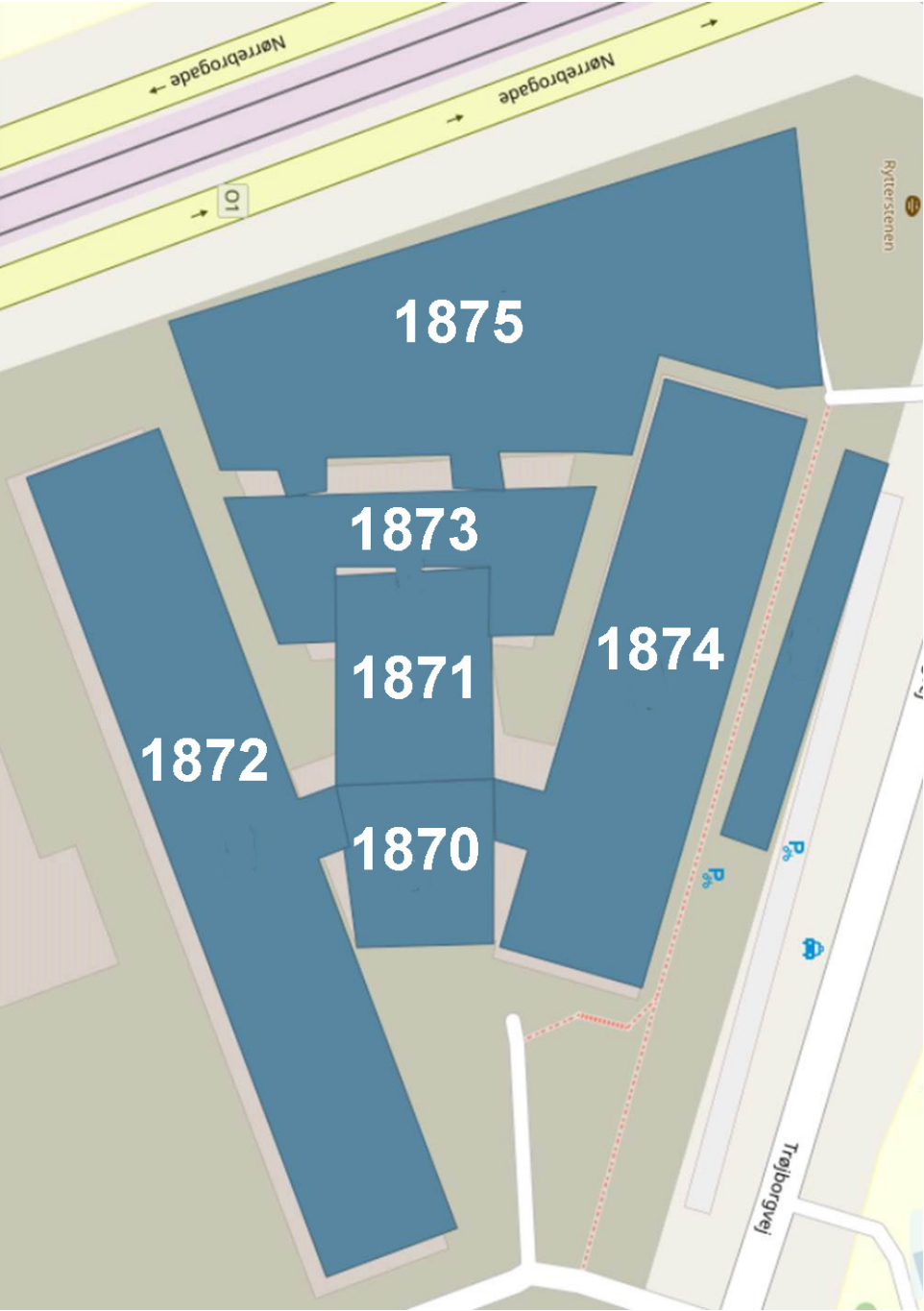
Service and facilities

Design and communication

Support at MBG

Support at NAT/AU

Forms





MBG's meeting rooms and seminar rooms in the University City

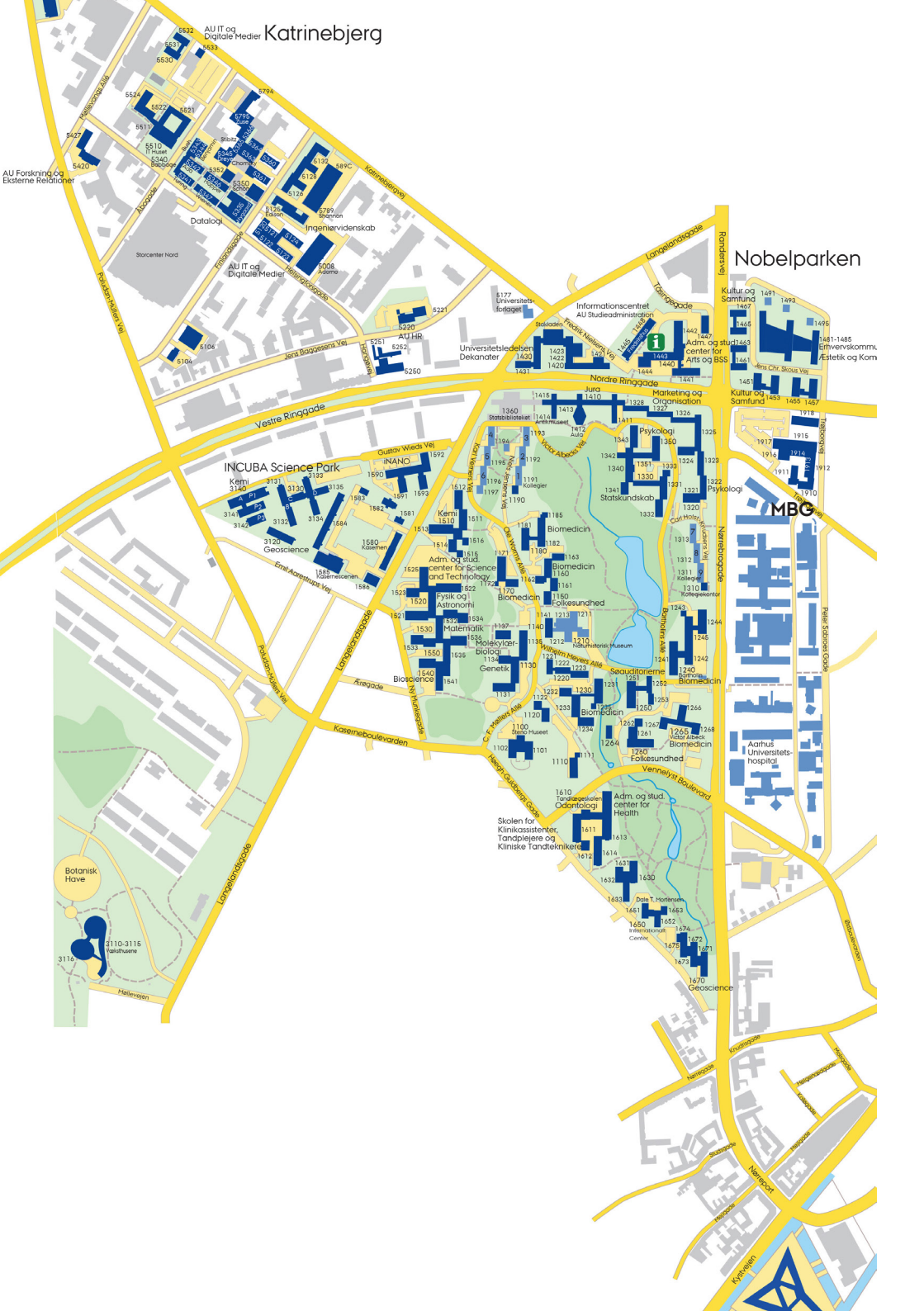
- › 1872-347 Meeting Room 3 (24) (BiRC)
- › 1872-447 Meeting Room 4 (24) (Zoom Equipment)
- › 1872-537 Meeting Room 1 (12) (Mobile AV equipment for Zoom meetings)
- › 1872-672 meeting room 2 (8)
- › 1872-547 meeting room 5 (24)
- › 1872-647 meeting room 6 (24) (Mobile AV equipment for Zoom meetings)
- › 1870-716 Seminar Room 5 (36) (Zoom Equipment)
- › 1870-816 Faculty club (36) (Zoom equipment)
- › 1874-132 Seminar room (60) (Zoom equipment) - is reserved for MBG Tuesdays from 8-12.
[All secretaries](#) have the right to make reservations during these periods.
- › 1870-120 Auditorium (135) - is reserved for MBG Wednesdays from 12-16 to MBG.
[All secretaries](#) have the right to make reservations during this period.
- › 1873-118 - The canteen (140)
- › 1873-118A - The seminar room behind the canteen (24)

All meeting rooms have standard AV equipment.

Meeting rooms must be booked via the Exchange calendar (Outlook)

See how to set up a Zoom room:

1. with your own zoom meeting allowing for you to host while having other computers plugged into the Zoom Room Hub
2. with a zoom meeting hosted by the Zoom Room Hub



Katrinebjerg

Nobelparken

AU Forskning og
Eksterne Relationer

INCUBA Science Park

MBC

Botanisk
Have

Skolen for
Kliniske
Tandteknikere

Aarhus
Universitetshospital

